



City Council Meeting - Monday, February 5, 2024
In-Person/Hybrid Meeting

Mayor Jef Dalin called the regular City Council meeting to order at 7:00 PM.

Roll Call: Council Present: Councilor Eden Lopez, Councilor Angeles Godinez, Councilor Doris Gonzalez, Council President John Colgan, and Mayor Jef Dalin.

Staff Present: Barbara Fryer, Community Development Director; Mark Crowell, Public Works Director; Peter Brandom, City Manager; Ellie Jones, Assistant City Manager – Business Operations & Acting City Recorder; Kevin Oppenlander, Project Manager, Karen Hill, Library Director.

Announcement: City Manager Peter Brandom announced changes made to the City Council proceedings. The virtual element of the hybrid meetings will now be held on a Zoom Webinar; individuals can attend and observe but they must request to testify ahead of time (by 3pm the day of the meeting). Attendees will not be allowed to freely use video or microphones, both will be controlled by City staff. This is to prevent 'Zoom bombing'.

Mayor Dalin added that anyone who requests to speak virtually has to provide their name and that name has to match the one provided online during the meeting. Dalin gave examples of why that is important. Dalin noted that the existing rules have not changed for people participating in-person.

1. ADOPTION OF AGENDA

Councilor Godinez motioned to adopt the agenda, seconded by Council President Colgan. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

2. CONSENT AGENDA

- A.** City Council Meeting Minutes, December 4, 2023
- B.** City Council Meeting Minutes, January 2, 2024

Councilor Godinez motioned to adopt the consent agenda, seconded by Council President Colgan. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

3. CITIZEN PARTICIPATION – NONE

4. RECOGNITION

A. Angelica Novoa de Cordiero, Adult Services Librarian

Library Director, Karen Hill, recognized Angelica Novoa de Cordiero, Adult Services Librarian, for 5 years of service. Karen spoke about Angelica's previous work history before joining the Cornelius Public Library. Karen explained the role Angelica has played in developing the adult book collection in English and Spanish. Karen highlighted the prestigious recognition the library received, thanks to Angelica, in receiving books from the Mexican Consulate as part of their 200-year anniversary collection. The Cornelius Public Library was one of two libraries to receive that honor in the United States, the other being the Library of Congress. Karen noted Angelica's work with technology in the library, including the technology replacement plan and many of the technology resources the library offers to the public. Karen talked about Angelica's work in community engagement through arts and crafts programs, music performances, and cultural events. Karen expressed appreciation for Angelica's work and thanked Angelica for five years of service.

Mayor Dalin expressed thanks to Angelica for the work being done and continued service to the community.

Councilor Godinez expressed thanks to Angelica for the work done to increase accessibility at the library for the City's bilingual community and for tracking data.

6. PRESENTATIONS AND APPOINTMENTS

A. Washington County Transit Study

Dyami Valentine, Principal Transportation Planner for Washington County, presented on the Washington County Transit Study. Valentine started by sharing the purpose of the project, to enhance the transit system to meet the needs of transit riders as well as develop a long-term shared vision for transit. Valentine discussed the needs of the County and the project goals. The goals of the project include providing better travel options for equitable access, affordable travel options for community members, to consider the environmental impact transportation has, to connect community members to opportunity, and to make transit easier and more accessible. Valentine explained the transit study process and timeline, starting with the start of the project in the previous year and including the community engagement that occurred. Valentine reported the outcome of the transit study, the transit priority investments and vision. The vision of transit service categorized frequent service transit needs as well as shuttle service needs.

Mayor Dalin expressed appreciation for the inclusion of identifying the need for a quick way for Cornelius/Forest Grove/Hillsboro transit riders to get to the Tigard/Tualatin employment zone. Dalin discussed the length of time it takes to get to different areas in Washington County and how that can make transit transportation a difficult option for reliable transportation. Dalin thanked the Washington County group for their work in planning ways to address the problem.

Valentine presented on eight recommendations to prepare priority transit corridors for high capacity transit, at the local level. Valentine noted the importance of the work done on a local level in elevating the recommendations in priority, because Washington County does select the next tier of priority corridors at a regional level.

Mayor Dalin noted the inclusion of [Sherwood-Tigard HCT via] 99W; it is discussed often with Washington County. Dalin suggested that 99W should be a tier one or two priority, and be actively worked on.

Valentine presented on Washington County's work to build partnerships to build out the frequent service grid, and to identify opportunities to improve the frequent service network. Valentine discussed the partnership with Ride Connection, citing it as an example of how additional shuttle services can work with Transit to create additional service areas. Washington County has worked to identify where community connector opportunities are. Valentine discussed ways local jurisdictions can help transit speed and reliability, and the community's wishes to see Transit be more accessible, safe, and welcoming.

Mayor Dalin discussed the dedicated ways implemented in Portland and what can be learned from their experience. Dalin discussed the possibility of using the red lanes to get on and off the road in busy areas and discussed the need for methods to keep bikeways clear, noting the importance of looking at the specifics of each area.

Valentine summarized ways jurisdictions can support transit and the partnerships that can enhance transit service. Valentine explained that the transit study draft recommendations are available for community review and comment through March 1st. The final report will be wrapped up in April. The County hopes that the document can inform some of the actions taken moving forward.

Mayor Dalin asked if it will be on the agenda for the Washington County Coordinating Committee (WCCC) for March or April before it goes to the full board.

Valentine answered that is a good suggestion.

B. City Audit

Ryan Pasquarella, contracted auditor, began with an introduction and reported on the audited financial statements for the fiscal year that ended June 30, 2023. City financial statements are required to be submitted to the Audits Division within six months of the end of the fiscal year, as well as the Government Finance Officers Association (GFOA) for an independent review, due within six months of the end of the fiscal year. The City's audited financial statements were

completed on November 28th of 2023. Everything was submitted on time for the year. Pasquarella referred to the letter from the auditors to the City Council. The letter described what an audit is and clarified that the auditor's opinion on financial statements does not mean there are not any errors within the financial records of the City. The auditor's opinion is giving reasonable assurance there are no material errors. Pasquarella explained what that means. The audit began in May of 2023 with preliminary inquiries. The audit included examining the City's internal procedures, to ensure the City has good procedures and practices in place. Pasquarella briefly summarized the auditor's findings. The letter includes any significant risks identified as part of the audit and comments on the accounting policies. It notes that there were no significant accounting policy changes during the year. One thing noted is the implementation of reporting standards related to IT Agreements. The City analyzed what long-term agreements the City has, to determine if any agreements would be subject to the new standards. The auditor did not find anything material. City staff took the time to make sure all of the IT Agreements are understood. Pasquarella highlighted that the auditors did not identify any material mistakes nor made any recommendations. There were no disagreements between the City and the auditors.

Pasquarella gave a brief explanation of the Annual Comprehensive Financial report that was provided to the Council. Pasquarella noted that the City has submitted the Annual Comprehensive Financial Report to the GFOA for grading for the last 15 years in a row. Pasquarella noted the awards and acknowledgements the City has received from the GFOA in the past 13 to 16 years. The Annual Comprehensive Financial report includes the auditor's opinion of the financial statements, responsibilities of management for financial statements, the auditor's responsibilities for the audit of the financial statements, and the management discussion and analysis. Pasquarella briefly shared some financial figures for assets and liabilities with a year-to-year comparison.

Mayor Dalin commented on the importance of the information. The report represents the business side of the City, including where funds are allocated and spent, long-term certainty, the City's commitments, progress implementing development and programs, and what the City can reasonably afford.

Pasquarella agreed. Pasquarella concluded by sharing the Independent Auditor's Report, related to the Oregon Minimum Standards, that was shared with the Mayor and Council. The auditors are required to look at specific items such as the budgeting process, procurement process, highway fund expenditures, and excess FDIC money. The report includes a list of those items and the City did not have any errors or issues of noncompliance in that process as well.

C. Capital Improvement Program

Ellie Jones, Assistant City Manager – Business Operations, presented on the Fiscal Year 2025 20-year Capital Improvement Program (CIP). The CIP is a document that the City produces annually, typically in the fall. It is a good planning tool for identifying capital needs as the City goes into budget planning to ensure City funds are budgeted for upcoming projects as well as set aside for future projects, and look for revenues as needed such as grants, loans, and fee increases. Nine projects were removed from the CIP because they have been completed, or will

be completed by the end of June. Fourteen new projects have been added; some of which are anticipated to be funded with the Fire Department Levy funds. There are some street, city park, and facilities projects included. Five projects were modified significantly or removed. Notably, Reservoir number two was removed from the CIP because it needs to be revisited. It may be included in the future. Other projects, mainly south 29th Blvd., have been modified with either a change in the project or the estimated budget. Each project has its own page in the CIP with more details such as the finances, budget impacts, and estimated completion date. The City analyzes this annually; projects may move up in the time line, or move out of the timeline. Jones offered to answer any questions.

Council President Colgan asked about the N. 29th improvement. The project is listed as located from Walgreens to Council Creek. Colgan noted Walgreens is not located on 29th.

Jones responded that it is on page 32 of the CIP and it is N 19th to Council Creek, rather than 29th.

Council President Colgan responded that it appears to be a typo.

Mayor Dalin pointed out that the title on the agenda has a typo and that caused confusion, it should read N 19th instead of 29th.

Jones clarified that the project is on N 19th, from Walgreen to Council Creek.

Council President Colgan expressed thanks to Jones for another year of receiving budget awards and acknowledgements.

Councilor Godinez expressed appreciation for the organization of financial reports and how easy they are to follow.

Jones commented that it is a team effort; all of the departments put time into making the reports and including the details.

- D.** Resolution No. 2024-08: Appointments to the Cornelius Economic Development Commission, Public Infrastructure Advisory Board, and Library Board.

City Manager, Peter Brandom, briefly explained that the City's objective is to recommend annual appointments at one time. There will be a need to do additional appointments as needed, however, this is an attempt to get appointments grouped together. Brandom offered to answer any questions. There were no questions.

Councilor Godinez made a motion to approve Resolution No. 2024-08; A RESOLUTION APPOINTING MEMBERS TO THE CITY'S BOARDS AND COMMISSIONS, and this action takes effect immediately, seconded by Councilor Gonzalez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

7. PUBLIC HEARINGS

A. Resolution No. 2024-09: Supplemental Budget

Assistant City Manager, Ellie Jones, explained the Resolution is for Supplemental Budget Number Two Public Hearing. This is the second Supplemental Budget for fiscal year 2023-2024. It recognizes unplanned revenue and expenses and changes in appropriations so that the budget is in line with anticipated expenses. The public notice was posted on the City website beginning January 17th, 2024, and advertised in the News Times on January 18th, 2024. Within the Supplemental Budget there are fourteen items identified. Ellie Jones offered to read the items in full; the councilors declined.

Mayor Dalin opened the public hearing at 8:10pm. Mayor Dalin opened discussion for any comments in favor of the Supplemental Budget, there were none. Mayor Dalin noted there were no online testimonies on the subject.

Jones confirmed there were no online testimonies nor any online comment cards.

Mayor Dalin opened discussion for comments against the Supplemental Budget, there were none. Mayor Dalin opened discussion for any comments, there were none. Mayor Dalin closed the public hearing at 8:11pm.

8. UNFINISHED BUSINESS

A. Second Reading - Ordinance No. 2023-05: Amending Section 2.85.060 of The Cornelius Municipal Code to add advising the Urban Renewal Agency to the duties of the Economic Development Commission

City Manager Brandom explained the error made at the previous meeting; the vote with a quorum of three councilors did not qualify to pass the motion. A majority of that quorum did not meet the requirement; it has to be a majority of the council.

Councilor Godinez made a motion to read by title only, for the second reading, an adoption of Ordinance No. 2023-05, AN ORDINANCE AMENDING SECTION 2.85.060 OF THE CORNELIUS MUNICIPAL CODE TO ADD ADVISING THE URBAN RENEWAL AGENCY TO THE DUTIES OF THE ECONOMIC DEVELOPMENT COMMISSION, and this action takes effect 30 days from adoption, seconded by Councilor Lopez. A roll call vote was taken, and the motion carried 4-1. Ayes: Councilor Lopez, Councilor Godinez, Mayor Dalin, Councilor Gonzalez, and Mayor Dalin; Nays: Council President Colgan.

9. NEW BUSINESS

A. Resolution No. 2024-09: Supplemental Budget

Assistant City Manager, Ellie Jones, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Councilor Godinez to approve Resolution No. 2024-09, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING APPROPRIATIONS AMENDING THE FISCAL YEAR 2023-2024 BUDGET SUPPLEMENTAL BUDGET NUMBER TWO, and this action takes effect immediately; seconded by Council President Colgan. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

B. Resolution No. 2024-10: Metro 2040 Grant

Community Development Director, Barbara Fryer, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Council President Colgan that the Cornelius City Council approve Resolution No. 2024-10, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN THE INTERGOVERNMENTAL AGREEMENT WITH METRO TO AWARD THE CITY A GRANT FOR AN ANTI-DISPLACEMENT ANTI-GENTRIFICATION STRATEGY IN THE TOWN CENTER, and this action takes effect immediately; seconded by Councilor Gonzalez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

C. Resolution No. 2024-11: Contract with Unite Oregon for Implementation of the Metro 2040 Grant

Community Development Director, Barbara Fryer, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Councilor Lopez that the Cornelius City Council approve Resolution No. 2024-11, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH THE WASHINGTON COUNTY CHAPTER OF UNITE OREGON TO IMPLEMENT THE METRO 2040 GRANT, and this action takes effect immediately; seconded by Councilor Godinez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

D. Resolution No. 2024-12: Subcontract with EcoNorthwest for Implementation of the Metro 2040 Grant

Community Development Director, Barbara Fryer, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Councilor Godinez that the Cornelius City Council approve Resolution No. 2024-12, A RESOLUTION OF THE CORNELIUS CITY COUNCIL AUTHORIZING THE CITY MANAGER TO SIGN A CONTRACT WITH ECO NORTHWEST TO IMPLEMENT THE METRO 2040 GRANT, and this action takes effect immediately; seconded by Councilor Gonzalez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

E. Resolution No. 2024-13: Bid Award for Community Development Block Grant (CDBG)-funded Sidewalk Project

Project Manager, Kevin Oppenlander, forwent a formal presentation and offered to answer any questions. There were no questions.

A motion was made by Council President Colgan that the Cornelius City Council approve Resolution No. 2024-13, A RESOLUTION AWARDDING THE BID FOR THE CORNELIUS CDBG SIDEWALK PROJECT TO PACIFIC EXCAVATION INCORPORATED, and this action takes effect immediately; seconded by Councilor Godinez. Motion carried 5-0. Ayes: Councilor Lopez, Councilor Godinez, Councilor Gonzalez, Council President Colgan, and Mayor Dalin.

REPORTS

- A. City Council: None
- B. Mayor Dalin: Mayor Dalin represented the City at the celebration of life for Mayor Gery Schirado in Durham. Dalin discussed the occasion and Mayor Schirado's history as Mayor. Dalin explained that many meetings are picking back up, including the Washington County Coordinating Committee and the Metropolitan Mayors' Meeting. Dalin reported the last Metropolitan Mayor's Meeting was with GPI. Dalin reported on the keynote presentation on infrastructure maintenance and how it relates to Cornelius.
- C. City Manager: City Manager Brandom discussed the recent weather event, with freezing temperatures. Brandom expressed appreciation for the Public Works, Police, and Fire Teams. Brandom expressed appreciation for City staff and fellow City Managers for their input and communication during that time.

Mayor Dalin asked if the money and efforts in undergrounding utilities has made Cornelius less susceptible to problems that arise from weather events. Dalin noted the extent of damage in neighboring cities and other adverse effects. Dalin commented on the possible reduced budget and staff within the Oregon Department of Transportation (ODOT.)

Brandom responded and could not speak on the subject with any basis in fact. Brandom will check with Public Works staff for information regarding ODOT. There have been reports in the

media that ODOT has had trouble staffing their winter crews statewide. Brandom was unsure what impact that has had locally. Discussion continued about the low temperature weather event and ODOT.

Brandom took a moment to appreciate staff, noting Angelica's five years of service, Ellie's fifteen years of various finance awards, Barbara's work on grants, and Kevin passing the Professional Engineering exam. Brandom expressed gratitude in working with the team. Brandom has been spending time and energy into developing the City Council Chambers to be more efficient. Brandom thanked the Councilor's for their patience. Discussion continued on the changes to the meeting, specifically about the move toward digital resources.

10. COUNCIL ANNOUNCEMENTS

- A. Monday, February 19, 2024 – All City offices closed in recognition of Presidents' Day
- B. Wednesday February 21, 2024 – 6:00 pm Future Cornelius Community and Recreation Center Community Meeting, Cornelius Elementary School
- C. Monday March 4, 2024 – 6:00 pm Work Session; 7:00 pm City Council Meeting

11. ADJOURNMENT

Councilor Godinez made a motion to adjourn, seconded by Councilor Lopez. Motion carried 5-0. Ayes: Councilor Lopez, Council President Colgan, and Mayor Dalin.

March 4, 2024

Date

[Signature] FOR Debby Roth
City Recorder

